



# OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

## Local Government Emergency Management Advisory Council Meeting Minutes

<b>Date &amp; Time</b>	June 6, 2023	9:30 am – 11:00 am
<b>Purpose</b>	LGEMAC bimonthly meeting	
<b>Webpage</b>	<a href="https://www.oregon.gov/oem/Councils-and-Committees/Pages/Local-Government-Emergency-Management-Advisory-Council-(LGEMAC).aspx">https://www.oregon.gov/oem/Councils-and-Committees/Pages/Local-Government-Emergency-Management-Advisory-Council-(LGEMAC).aspx</a>	
<b>Zoom Link:</b>	<a href="#">Click this link to join</a>	

### Purpose

The mission of the Local Government Emergency Management Advisory Council (LGEMAC) is to provide advice and recommendations to the Oregon Department of Emergency Management regarding its emergency preparedness and response functions.

### Members in Attendance

**Chair—Patence Winningham-Melcher:** Lane County Emergency Manager

*Representing: The public as a member with emergency preparedness or management experience*

**Vice Chair—Laurie Chaplen:** City Councilor for the City of Corvallis

*Representing: Oregon cities*

**Helen Miller:** Pediatric Medical Doctor, Retired Disaster Medical Assistance Team (DMAT) Commander for Oregon

*Representing: Volunteer emergency medical service providers*

**Anthony Pierotti:** Pendleton Fire and Ambulance Department Assistant Chief

*Representing: Fire departments*

**Dana Pursley-Haner:** Sherman County Emergency Services

*Representing: The public as a member with emergency preparedness or management experience*

**Jake Shores:** Emergency Manager for Multnomah County, Clinical Quality Improvement Coordinator

*Representing: Emergency medical service providers*

### Non-Member Attendees

**Lorilei Broughton:** Internal Auditor, Oregon Emergency Management

**Bridget Good: Board Administrator Partner:** Executive Assistant, Oregon Emergency Management

**Tait Schaffer:** Mountain Wave representative

**Sage Delong:** Umatilla County Emergency Manager

**Jonna Papaefthimiou:** Oregon State Resilience Officer

### Agenda

**a) Call Meeting to Order/Welcome: Chair**

The meeting was called to order at 9:33 am by Patence Winningham.

**b) Housekeeping, Roll Call: Board Administrator Partner**

Bridget conducted roll call and agreed to reach out to the Governor's Office to see if Sage Delong has been appointed to the council as the new representative for Umatilla

County.

**c) Approval of April 24<sup>th</sup> Meeting Minutes**

There were not enough council members present to reach the quorum. Approval of the minutes was postponed until the next meeting.

**d) Opening Comments**

Patence introduced herself and opened the floor for comment. OEM Directors and new State Resilience Officer were not able to attend. Bylaws have been sent to the State Resilience Officer for review in their draft form and Patence discussed the council's goals and objectives with her. Patence requested the addition of an agenda item to provide an update on her involvement on the Curry County cybersecurity breach. The motion was approved.

**e) Old Business**

**I. Review of Bylaws**

Review began at article 4. Font is not consistent throughout the document and needs to be updated. Section 2: Duties of Chair were reviewed.

We need to have a discussion on any topics of interest that may need to be elevated to the Legislature so that Patence is aware. A mechanism to do so may be adding a standing agenda item. Dr. Miller brought up whether we should make formal recommendations to the OEM Director or the Legislature. More conversations will help solidify this path. There is some grey area in HB 2927. It was agreed that for now, Patence would not represent the council in conversations with the Legislature. Patence recommended that Representative Graber reach out to the Council Chairs at least annually for updates on the council. Items like EMPG funding and 9-1-1 Next Gen should be elevated by the subject matter experts with boots on the ground.

Helen Miller: Can a LGEMAC summary be provided to the State Resilience Officer more frequently than once every two years? If so, a recommendation to change the bylaw wording to say "at least once every two years".

Add Section 3: Duties of Vice Chairs item that the Vice Chair can sit in on Subcommittees/workgroup.

Article 6: We may get more direction on the flow of recommendations when OEM gets a new Director. Note to review in August meeting.

Added a period to the end of a bullet within the Prepare section of the Code of Conduct. Within the Respect section, Jake Shores recommended expanding on the accountability piece by adding information about ensuring that everything is staffed and functioning correctly. The Ask section states, "Do I need to know this to make a decision now or do I just want to know the answer?" Laurie Chaplen added this line due to observations she has made as a city council person. Sage DeLong recommended a time limit for each person. Questions requiring a longer answer could be sent in. We could capture it under the public comment section of the bylaws.

Request was given for a standing agenda for the bylaws. Old business and New business needed to be broken up. Helen Miller requested a section on disaster/situational awareness/emergency management/recent events updates.

**f) New Business**

- i. Discuss Video Recordings of Meetings Being Uploaded to [LGEMAC Website](#).  
Bridget discussed the opportunity to host YouTube links of LGEMAC meetings on our webpage. EPAC would like to post theirs. Patence opened it up to the floor. Laurie approved posting them for full transparency. Jake Shores suggested waiting for quorum to decide. Patence suggested adding a link to the YouTube channel on future agendas if we decide to move forward with this. Tony Pierotti mentioned the videos could be more inclusive, so we offer the information in an additional form. Helen Miller recommended posting them for specific timeframes so that it does not become too cumbersome.
- ii. Finding a Consistent Date/Time for Future Meetings (2<sup>nd</sup> Tu, 2:00 – 4:30 bimonthly?)  
Bridget agreed to send out a poll to the council members requesting the best days of the week and times of the day.
- iii. In-person Meeting at OEMA?  
The OEMA conference is a good time for the council to meet and there will be an in-person and virtual option for attending. Bridget agreed to reach out to Dave Busby regarding scheduling and room reservations.
- iv. [LGEMAC ListServ through GovDelivery](#)  
Bridget shared the screen for the LGEMAC webpage and showed where the link is for individuals to sign up for the listserv subscription. Patence recommended council members add the link to signatures and the council add the link to future agendas.
- v. Recent Events/Disaster Updates  
Patence gave an update on Curry County efforts. Her IT director learned of the event through the Titan Fusion Center & CISA. He offered to help the county. The county is smaller with around 130 employees working for the county. He was deployed under the ORCA (Oregon Resource Assistance Compact) agreement. They assumed all liability. Lane ended up paying employee time for training and experience. They paid for the hotel and meals. She went for a day on day 7 as a Planning Chief for the next operational period. Looked at EEIs (Essential Elements of information). Helen: Did they have a continuity plan? Patence: In the cloud, yes. None of the plans were printed.

Patence offered to have her IT Director present his lessons learned to the council. Tony Pierotti affirmed that the After-Action Report would be helpful.

**g) Actions Assigned**

1. Patence will reach out to her IT Director to confirm CYBER AAR Brief for August meeting.
2. Bridget will send out a scheduling poll, to determine meeting schedule for August/October.
3. Bridgett to add State Resilience Officer to updates to the standing agenda,
4. Bridget to confirm with OEMA meeting space/time the October Conference
5. Bridgett to connect with the Governor's Office regarding the Umatilla County LGEMAC position.
6. At the next meeting this council will review the Bylaws, discuss video recordings at the August meeting, and approval of April's minutes.

**h) Comments from the public**

None.

**i) Adjourn meeting**

Laurie moved to adjourn the meeting at 10:38 am. Tony Pierotti seconded the motion.